

# PAWN SHOP LICENSE TRANSFER



# BUSINESS LICENSE TRANSFER

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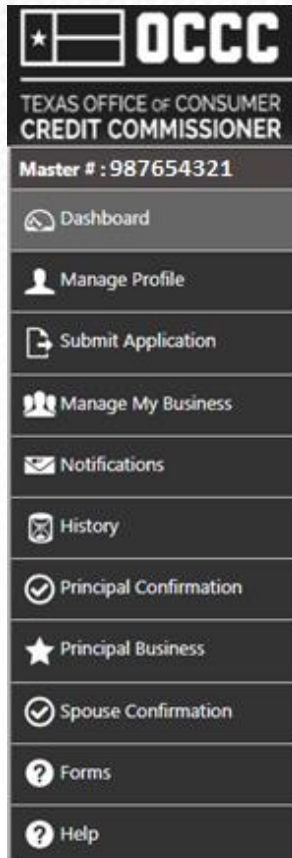
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# Benefits of transferring in ALECS

- Online transfers reduce processing time
- Immediate access to your license on approval

**PAWN SHOP LICENSE:**

**PROCESSING A TRANSFER  
IN ALECS**



## Buyer

1. After you have received an email confirming the activation of your new account in ALECS, log in and select manage my business.

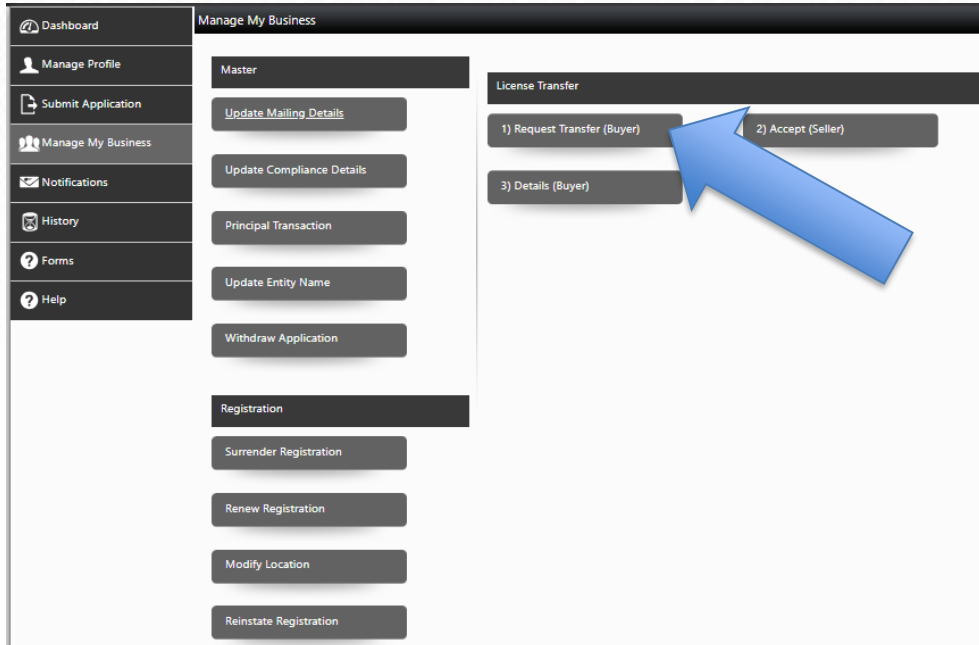
(current account/license holders can simply log in)

Don't have an ALECS account?

Click here: [CREATE ALECS ACCOUNT](#)



2. From manage my business, begin with item #1 from the License Transfer subheading.





### 3. Enter the sellers Master File number & click search.


Request For Licenses Transfer

\* Mandatory Fields

Select License \* Motor Vehicle Sales Finance ▼

Transfer Master File Number \*

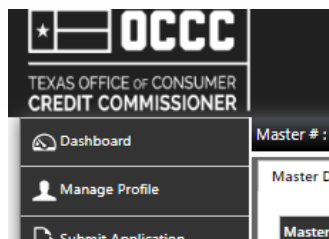
Search Cancel



*The seller can locate this number by clicking on*

*[Click here to see the details on your Master File.](#)*

*from the dashboard. The Master File number will be located in the top left corner next to the Dashboard button.*





- The license(s) associated with the sellers Master File will populate.

- Click on the radio button (If more than one license is available and you are only requesting one, certify that you are selecting the correct license.)

- Click submit

- Verify that you receive the confirmation (pictured below)

**Request For Licenses Transfer** \* Mandatory Fields

Select License \*

Transfer Master File Number \*

Transfer Master Name: John Does Preowned LLC

**Search Result**

Select	License Number	DBA Operating Name	Contact Person Name	License Status	City	State	Zip
<input checked="" type="radio"/>	123456987	Clean Cars	John Doe	Active	Austin	TX	78721

Displaying items 1 - 1 of 1

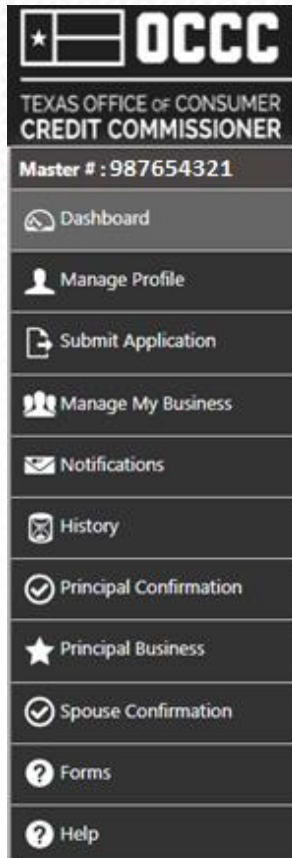
**Request For Licenses Transfer** \* Mandatory Fields

Your request submitted successfully.

Select License \*

Transfer Master File Number \*

- The seller will now have to accept your request. ([see p9](#))



## Seller

1. Log in to your ALECS account and click on Manage My Business

Don't have an ALECS account?

Click here: [CREATE ALECS ACCOUNT](#)

*If you are licensed/have been licensed before but have never created an ALECS account, you will go through the linking process which can take around 4 business days process. You will receive an email confirmation when this process is complete and are able to access your information.*



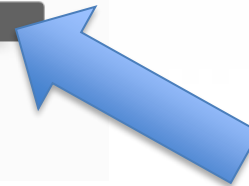
- From manage my business, begin with item #2 from the License Transfer subheading.

Manage My Business

Master	License	
Update Mailing Details	Activate License	Inactivate License
Update Compliance Details	Renew License	Reinstate License
Principal Transaction	Surrender License	Modify License Location
Update Statutory Agent	Update License DBA	Change RO to LL
Update Entity Name	Update Location Contact	Doc Fee Filing
Withdraw Application	Print License	

Registration	License Transfer	
Surrender Registration	1) Request Transfer (Buyer)	2) Accept (Seller)
Renew Registration	3) Details (Buyer)	
Modify Location		



2. Select the radio button for the license you are selling etc.

3. From the status dropdown, select approved if you are approving the transfer of the license and click Submit.

Requested Licenses Transfer History By Applicant

\* Mandatory Fields

Action	Transfer Request ID	License Number	Application Sub Type	Applicant Master File Number	Applicant Login Name	Applicant
<input checked="" type="radio"/>	001	123456	Pawn Shop		Buyers Username	chandra echnolo

Displaying items 31 - 40 of 45

Status \*

Note: Please make any one of your RO to License Location once you receive the RO / CMV License Transfer request is approved by the OCCC Team.

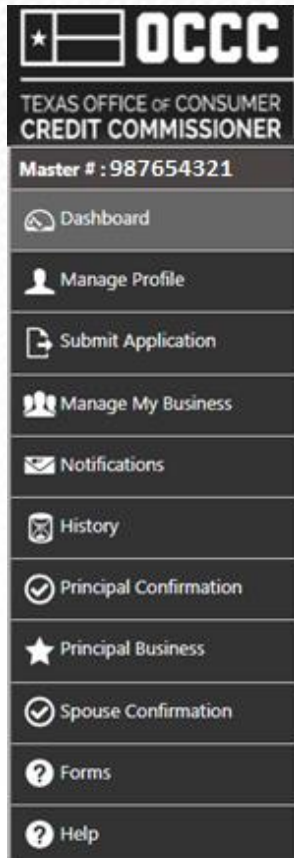
Requested Licenses Transfer History By Applicant

Your process completed successfully.

\* Mandatory Fields

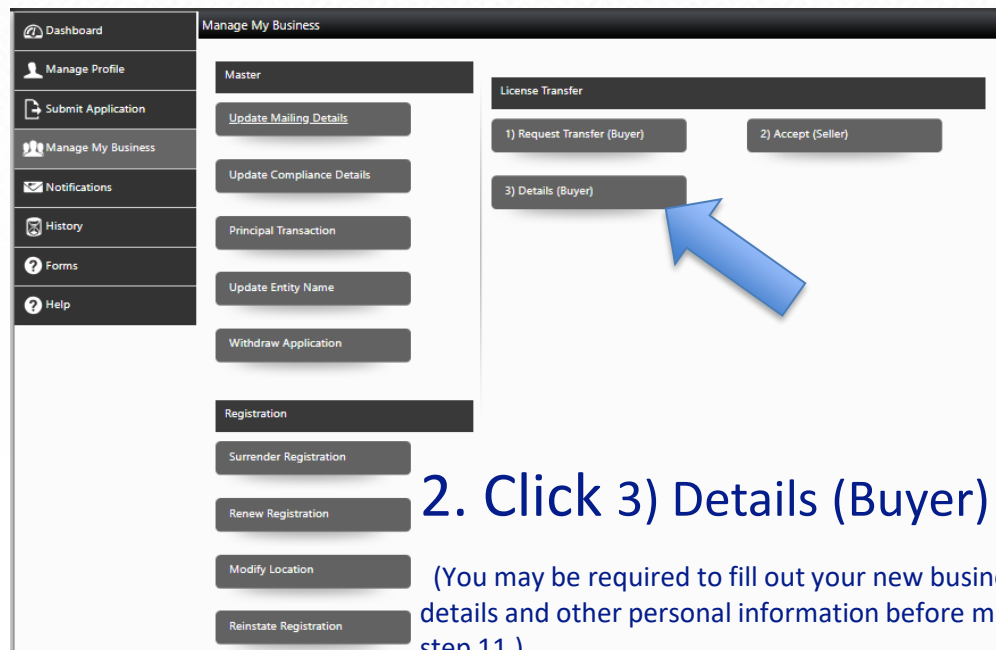
4. Confirm that you receive the completion notification.

5. The buyer will now log in to their account to complete the process.



# Buyer

1. Log in to your ALECS account



2. Click 3) Details (Buyer)

(You may be required to fill out your new business details and other personal information before moving to step 11.)

Licenses Transfer

\* Mandatory Fields

Select	License Number	Business Sub Type	Owner Master File Number	DBA Operating Name	Contact Person Name	License Sta
<input checked="" type="radio"/>	123456	Pawn Shop	7890123	LMNOP Pawn		Active

1

1

Displaying items 1 - 1 of 1

Financial Statements

Required: See, TAC, § 85 for funds considered assets by TAC

Following are Link(s) to download Financial Statement Templates.

a. ADM17 - Personal Financial Statement

b. ADM18 - Financial Information Schedules 1 - 3

c. ADM19 - Financial Information Schedules 4 - 6

Document Type

-----Select-----

Choose File:

Select...

Upload

Name	Document Type Name	
5162019100050AM_PH.pdf	Financial Statements	Delete File
5162019100058AM_PH.pdf	Bank Confirmations	Delete File

1

1

Displaying items 1 - 2 of 2

## Buyer

- Select the radio button for the license being purchased. *This will bring a drop down where you will complete the transfer details.*
- Upload your financial statement forms. Obtain forms from here: [CLICK HERE](#)
- Upload your bank confirmation(s). Obtain forms from here: [CLICK HERE](#)  
*The bank confirmation must be certified by the bank and the "close of business day" date must match the financial statement "as of" date in order for us to be able to consider those funds as assets.*

☐ I affirm that the financial information has been carefully reviewed and is true, correct, complete and in accordance with GAAP (General Accepted Accounting Principles) standards. FALSE OR MATERIALLY INCOMPLETE ANSWERS ARE GROUNDS FOR DENIAL.

Are you changing the status on the license Yes or No? ☐

Are you changing the location Yes or No? ☐

**Documents**

Evidence of Insurance \*

Evidence of Lease or Ownership of the Location \*

**DBA Operating Name**

DBA Operating Name

Assumed Name Certificate

**Transfer Documents**

Permission to operate

Notice to customers

Asset Purchase Agreement

Statement of Gift

Will

Other Documents

Required: See TAC § 85.205 for required verbiage. Seller and buyer must sign and date.

Required unless providing a statement of gift or other evidence of the license being passed on.  
Only if license is being gifted

Only if transfer is due to a probated will

Any other documentation evidencing the transfer event

Payment Preview	
Business Details	Fee Details
License Number:	
Pawnshop transfer fee	\$250
<b>Sub Total</b>	<b>\$250</b>
<b>Total Amount</b>	<b>\$250.00</b>

☐ Please confirm to Transfer the selected licenses.

## Buyer

6. Check the box confirming the financial information you uploaded is true.

7. ONLY check this box IF you want to change the status of the license (active or inactive). If you are unsure the status, check with the seller. Please see TAC § 85.210 for more detail regarding license status.

8. ONLY check this box IF you will be changing the address of the license being purchased. (see next page for more detail)

9. ONLY enter data here IF you have and will be using a DBA (assumed name). You will be required to upload your assumed name certificate. Sole props & General Partnership's obtain their certificate from the county clerk, all other entity types will obtain their certificate from the Texas Secretary of State. For questions on whether you need an assumed name or not contact the appropriate agency (county clerk or Texas Secretary of State).

Are you changing the status on the license Yes or No? ☒

Are you changing the location Yes or No? ☒

AddressLine1

Address Line 2

Zip \*

Only enter the first 5 digits of the zip code

City \*

State \*

County\*

Country \*

Phone Number

Map that includes name and address of each pawnshop

Select...

PH.pdf

Evidence of compliance with local zoning ordinances

Select...

PH.pdf

Written notice of relocation provided to each pledgor

Select...

PH.pdf

**Documents**

Evidence of Insurance

Select...

PH.pdf

Evidence of Lease or Ownership of the Location

Select...

PH.pdf

**DBA Operating Name**

DBA Operating Name

Assumed Name Certificate \*

Select...

PH.pdf

Only required when moving a PS license with active notes.

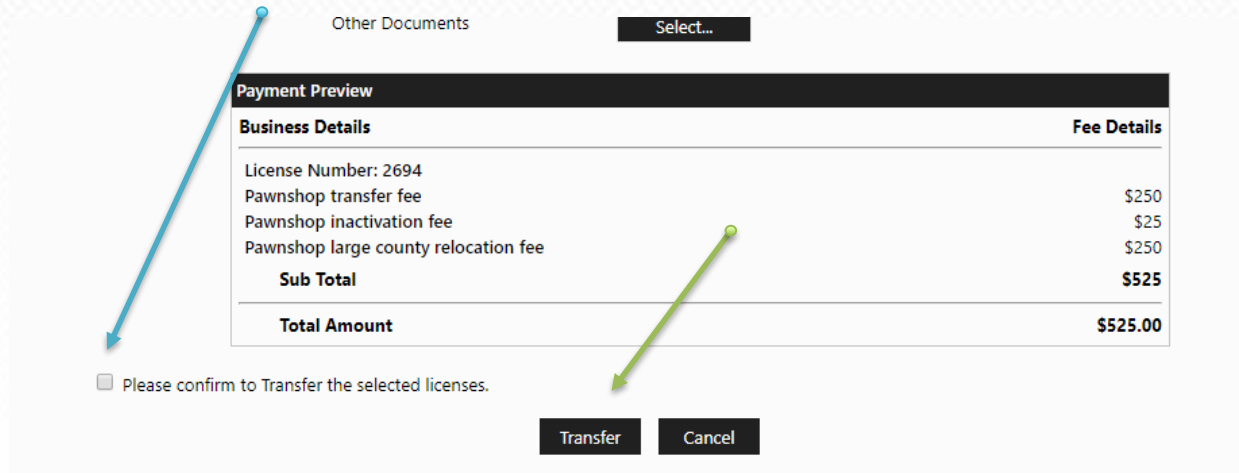
## Buyer

10. When you click here, a drop down will appear that will allow you to enter your new proposed business location.
11. You will also be required to upload all items requested here.

# Buyer



12. Once you have entered and uploaded all required items, confirm the transfer by checking the box and clicking “Transfer”



The screenshot shows a 'Payment Preview' window. At the top, there is a section for 'Other Documents' with a 'Select...' button. Below this is a table with two columns: 'Business Details' and 'Fee Details'. The table lists the following items and fees:

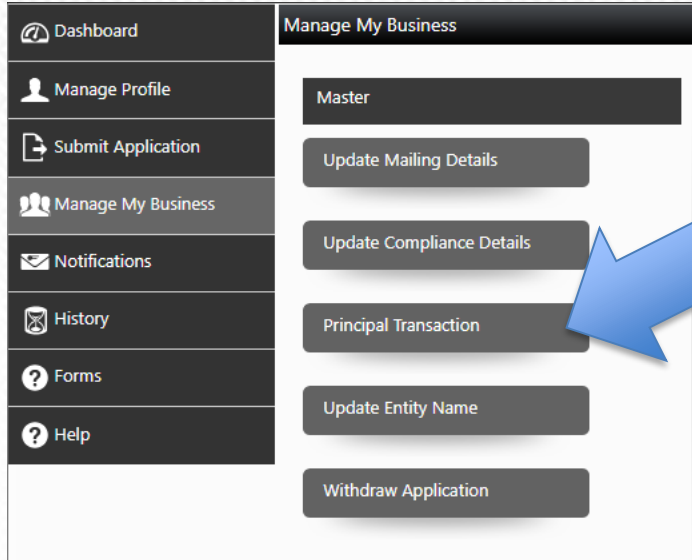
Business Details	Fee Details
License Number: 2694	
Pawnshop transfer fee	\$250
Pawnshop inactivation fee	\$25
Pawnshop large county relocation fee	\$250
<b>Sub Total</b>	<b>\$525</b>
<b>Total Amount</b>	<b>\$525.00</b>

Below the table, there is a checkbox labeled 'Please confirm to Transfer the selected licenses.' and two buttons: 'Transfer' and 'Cancel'. A blue arrow points to the checkbox, and a green arrow points to the 'Transfer' button.

13. You will complete the payment in the next screen.\*

\*The total amount will be determined by fees set by Texas Administrative Code and will vary according to the transfer circumstances.

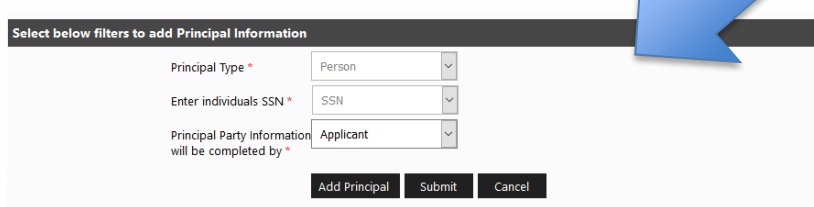
## Misc.

1. If your transfer is as a result of an internal ownership change, you can process your transfer by going to Manage My Business > Principal Transaction

2. Scroll to the bottom of the Principal Transaction Information page and set the following values from the drop downs (see image below):

- Select Person from the principal type
- Select SSN for Enter individuals SSN
- Select Applicant from the Principal Party Information will be completed by
- Click Add Principal



3. Repeat steps 1 and 2 to add additional principal parties.

4. To remove a PP, click on delete to any existing PP.



## Cont...

5. Click submit ONLY when you have finished making the necessary changes.

\*\*\*You may REMOVE and ADD several principal parties during one transaction, however ALECS may not allow you delete all of your principal parties at once so you may need to process an additional Principal Party Transaction after the first request is reviewed and approved.\*\*\*



**Questions?**  
**[licensing@occc.texas.gov](mailto:licensing@occc.texas.gov)**